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MEMORANDUM

TO: Superintendents, Principals, Tech Directors/Coordinators, and Business Managers
FROM: Peter Drescher, Education Technology Coordinator
SUBJECT: E911 Technical Assistance Sessions
DATE: December 4, 2013

In a collaborative effort between the Agency of Education and the Enhanced 911 Board, we are working to provide technical assistance to school districts and supervisory unions interested in upgrading telephone systems.

We have received an opinion from the Office of the Vermont Attorney General based on a review of applicable statutes and regulations: school districts may participate in the enhanced 911 system but have not been mandated to take specific actions by a certain date.

We believe that it is important that school officials understand the options available to them for upgrading systems and are pleased to be providing technical support. Following is information about the technical assistance offerings, which are being provided next **Tuesday, December 10, 2013** over the [Learning Network of Vermont](#) (LNV).

There will be **three separate sessions** over the course of the day, at **9:00 a.m.**, at **1:00 p.m.**, and at **3:30 p.m.** Each session will be **1.5 hours** in length with ample time for questions. All sessions will be recorded and made available via a website after the December 10th. These sessions should be attended by any of the following school personnel; Principal, Technology Coordinator/Director, Superintendent, Business Manager, or other individuals dealing with technology infrastructure issues. Please pre-register for a session here: <http://bit.ly/1cU01dM>.

These sessions are exclusive to the LNV which all schools have access to; there will NOT be an in person session. You can connect via your Polycom/Tandberg/Cisco system or via a desktop tool called Scopia. Download Scopia here: <http://conference.learn.vt.gov/scopia?client>. For pre-session support on connecting, please contact Sigrid Olson, Technology Integrationist, at 802-828-0200 or sigrid.olson@state.vt.us.

At the time of the meeting, please do the following:

- From your Polycom or Tandberg, dial meeting number 6602. From Scopia Desktop, enter 6602 in the Meeting ID field and click *Participate Now*;
- MUTE your microphone when connecting. Unmute to ask questions;
- Consider coordinating yourselves regionally to bring together a group in one session rather than all connecting individually.

We look forward to your participation.